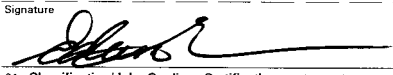
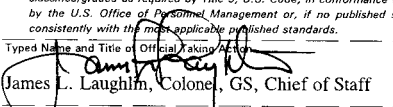


POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL12638	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive	
						13. Competitive Level Code 0209	
						14. Agency Use	
15. Classified/Graded		Official Title of Position		Pay Plan	Occupational Code	Grade	Initials
a. U.S. Office of Personnel Management							
b. Department, Agency or Establishment							
c. Second Level Review							
d. First Level Review		Student Trainee (Computer/Electronics Engineering)		GS	0899	02	
e. Recommended by Supervisor or Initiating Office							
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)			
18. Department, Agency, or Establishment Department of the Army (DA)				c. Third Subdivision Directorate for Engineering and Technology Development (E)			
a. First Subdivision U.S. Army Materiel Command (AMC)				d. Fourth Subdivision			
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)				e. Fifth Subdivision			
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the				knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor Edwin A. Trier, Acting Director for Eng and Tech Development				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature		Date		Signature		Date	
		5/3/02					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position 5CFR213.3202; OPM Handbook of Occupational Gps and Families, GS-0099-General Student Trainee Series, GS-0899-Eng & Arch Student Trainee Series, Aug 01; U.S. OPM PCS for Eng Tech Series, GS-0802, Jun 69, TS-80, Aug 74, TS-19, Jul 99.			
Typed Name and Title of Official Taking Action James L. Laughlin, Colonel, GS, Chief of Staff				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature				Date			
				6 May '02			
23. Position Review		Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Remarks 5CFR213.3202: Student Career Experience Program (SCEP) BUS: 7777							
25. Description of Major Duties and Responsibilities (See Attached)							

INTRODUCTION

Position is located in the Directorate for Research and Engineering Management (E), Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations and simulators; instrumentation, targets and threat simulation. The commander centrally directs, coordinates, and supports the materiel development, acquisition and sustainment activities through the matrix organization and four Project Managers. These divisions perform technology-based management, concept formulation, acquisition management and technical contract management of simulations, simulators, training systems and instrumentation projects assigned to STRICOM. The incumbent participates as a Student Employee in a Career Experience Program (SCEP). This position is not an acquisition position in the systems, planning, research, development and engineering career field.

SUPERVISORY CONTROLS

Performs work under the immediate supervision of a higher graded employee or the supervisor. Receives explicit instructions for performing all assignments. Guidelines are specific, detailed and fully applicable. On repetitive assignments, selects and applies appropriate guidelines and procedures from those previously used. Assistance is readily available. Work is closely checked during the assignment and upon completion for accuracy and validity.

MAJOR DUTIES

Depending on workload, employee may be assigned to any Business Area within Engineering Directorate. Performs a variety of tasks in support of engineering operations.

1. Participates in recurring orientations designed to familiarize the incumbent with the current status of projects being accomplished by the organization and to provide an understanding of their interrelationship with and/or impact on work being accomplished in the division to which assigned at the time.

30%

2. Typical assignments may include any of the following duties:

- a. Makes minor revisions to drawings using simple techniques and under very close supervision.
- b. Proofreads reports and specification to ensure accuracy of tests and formats.
- c. Uses computer to input data, run programs; verify printouts to assess accuracy or need for rerun of programs.
- d. Compiles and computes data and information used in the preparation of reports and memoranda.

- e. Makes copies and performs various other support duties.
- f. Occasionally visits field to obtain additional data following specific guidance.

70%

Performs other duties as assigned.

Nature of Assignment

Incumbent performs a limited variety of simple, repetitive tasks requiring knowledge of simple work procedures performed in a fixed or prescribed sequence. Incumbent receives training to acquire specific subject-matter knowledge or skills of the type applied by GS-03.

Level of Responsibility

Incumbent initially receives very close supervision that lessens as tasks recur. New methods, procedures, and techniques are demonstrated once or several times, as necessary, and/or are written out in detail. Guidelines are specific, detailed, and fully applicable. Incumbent performs repetitive assignments and is expected to select and apply the appropriate guidelines and procedures from those used. Assistance is readily available when problems arise. As routine tasks recur, supervision diminishes to the point where work is spot-checked in progress and upon completion.